

LIGHT RAIL TRANSIT PROJECT MANAGER

(Public Works Department – Transit and Transportation Division)

OPENING DATE: March 8, 2004

CLOSING DATE: Subject to closing when the needs of the City are met. First review of applications will be March 24th — position may close at that time.

ANNUAL SALARY RANGE: \$72,245 - \$97,530

This position reports directly to the Public Works Manager, with the specific charge to lead Tempe's effort to fully implement the Central Phoenix/East Valley Light Rail Transit project. It is anticipated that the need for this position will continue through the year 2007. Future needs beyond 2007 will be dependent on future funding and project and city needs.

MINIMUM QUALIFICATIONS

Requires five (5) years of increasingly responsible transit and/or transportation experience in public sector or project-related management including three (3) years of administrative and supervisory responsibility, plus the equivalent to a Bachelor's degree from an accredited college or university with major course work in public administration, business administration, engineering or a related field. A Master's degree is highly desirable. Project management and/or Light Rail experience is preferable.

ADDITIONAL REQUIREMENTS

Successful completion of probationary period is contingent upon passing an FBI background investigation.

REPRESENTATIVE DUTIES

- Closely coordinate project-related activities with the City Light Rail Project Team, Deputy Public Works Manager - Transportation and other divisions, departments and outside agencies and organizations.
- Lead and facilitate public involvement and public communications associated with Tempe's role in the projects.
- Assign work activities and assure project related activities are completed on time, on budget, and reflective of Council direction.
- Represent the City's interests with light rail project teams or individuals, including consultant or agency staff assigned to the project, City project partners, the Valley Metro Rail Implementation Team and construction teams.
- Represent the City's interests with outside agencies and stakeholders affected by the project, including ASU, Salt River Project, Downtown Tempe Community, The Apache Boulevard Business Association (TABA), Apache Boulevard Project Action Committee (APAC), Tempe Chamber of Commerce and others.
- Provide staff support to the City's representatives to the Valley Metro Rail Board; act as Board alternate.
- Provide staff support to the Council Transportation/Light Rail and Development Services Committee and the Citizen Transportation Commission; provide information and comment opportunities regarding light rail project issues for a variety of affected boards, commissions and other stakeholder groups.
- Serve as a technical advisor to the City Manager and City Council on light rail issues; develop and prepare recommendations, technical reports and presentations for the City Council, city departments, stakeholder groups and other agencies including but not limited to Valley Metro Rail, Regional Public Transportation Authority (RPTA) and Maricopa Association of Governments (MAG).
- Provide leadership for employees in team building, responsible decision making and problem solving.
- Provide technical support for light rail project(s) budget, including coordination with intergovernmental, Phoenix and RPTA staff on federal funding requirements, requests and reports; supporting the City's long range transit financial plan and coordinating financing issues.
- Select, train, motivate and evaluate personnel; provide resources for personal and professional development of employees; work with employees to correct deficiencies; implement discipline and termination procedures.
- Manage the evaluation, selection and administration of any required outside consulting contracts for project-related services, including representing the City in contracts entered into on the City's behalf by outside agencies including Valley Metro Rail, MAG and RPTA.
- Respond to and resolve difficult and sensitive citizen inquiries and complaints.

SELECTION CRITERIA

Applicants whose experience and training most closely suit the needs of the City may be selected for further testing/interviews. The City of Tempe conducts thorough background checks. **Falsifying information or lying during any stage of the selection/hiring process will make you ineligible for new or continued City employment.**

Recruitment Code: 1578

BJM/eab